



CITY OF HOUSTON

Job Posting

	AP	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from:		ALL PERSONS INTERSTED	
2	Job Classification		ASSISTANT ELECTRICAL SUPERVISOR	
3	Posting Number		PN# 111522	
4	Department		Department of Public Works & Engineering	
5	Division		Public Utilities Division	
6	Section		Wastewater Operations Branch	
7	Reporting Location		611 Walker*	
8	Workdays & Hours		M - F, 7:30 a.m. – 4:30 p.m.*	
	*Subject to change			
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Supervises, coordinates and assures compliance with all applicable codes and standards and work assignments and personnel. Supervises electrical maintenance for various facilities and systems, prepares preventive maintenance and training programs. Communicates with contractors and agencies concerning problems and/or concerns. Develops and implements ideas and suggestions for improving productivity, quality and efficiency. Reviews blueprints and other technical data to check for appropriate electrical code and specification requirements. Procures and maintains materials, tools and equipment to provide necessary maintenance. Writes specifications for new and refurbished equipment and performs general administrative activities.			
10	WORKING CONDITIONS The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. May be required to inspect electrical work located in confined spaces or atop scaffolds and utility poles.			
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.			
12	MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of journey level experience in the area of electrical work to be performed, either as an inside electrician or an outside lineman, are required.			
13	MINIMUM LICENSE REQUIREMENTS A valid State of Texas Journeyman Electrician License is required. Must have a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2). In accordance with Texas Administrative Code Chapter 30.331, the successful applicant will be required to obtain Class III Collection System or Class B Wastewater Treatment License within nine months.			
14	PREFERENCES None			
	SELECTION/SKILLS TEST REQUIRED None However, the Department may administer a skill assessment evaluation.			
	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.			
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 22 \$1,578 - \$1,860 Bi-weekly \$41,028 - \$48,360 Annually</div>			
18	OPENING DATE		June 28, 2006	
19	CLOSING DATE		July 11, 2006	
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.			
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